



WASHINGTON STATE EMPLOYMENT OPPORTUNITY

DEPARTMENT OF REVENUE

1025 Union Avenue SE v PO Box 47463 - Olympia, WA 98504-7463
(360) 570-6181v TTY (360) 664-0580

Recruitment
Announcement #: L01006-OC

Opens: May 2, 2001
Closes: Until further notice

EXCISE TAX EXAMINER 2 (15240)

SALARY: \$2436 - \$3100 per month (Range 42)

LOCATION: The register established by this recruitment will be used to fill vacancies as they occur statewide.

WHO MAY APPLY: This recruitment is open on an open competitive basis to anyone who meets the minimum qualifications.
NOTE: Candidates currently on the register need not reapply.

The Department of Revenue is an equal opportunity employer. Women, racial and ethnic minorities, persons of disability, persons over 40 years of age, and disabled and Vietnam era veterans are encouraged to apply. Persons of disability needing assistance in the application/testing process, or those needing this job announcement in an alternative format, may call Eric Magbaleta at (360) 570-6181, TTY(360) 664-0580.

SEND TO: Interested applicants should submit their application to the Employee Services PO Box 47463, Olympia WA 98504-7463. All applications must be received in Employee Services by the closing date of the bulletin.

SPECIAL NOTE: The application form must be filled out completely. No additional information will be accepted after the closing date of the bulletin. Resumes or attachments will not be accepted in lieu of the employment history under part #4. Prior to any new appointment into the Department of Revenue, a background check will be conducted.

PRIMARY DUTIES: In the Department of Revenue headquarters, functions as journey-level examiner by performing financial examinations of more complex business accounts, excise tax returns or audit assessments to determine excise tax credits, liabilities, ties and/or periodic payments as required by statute. Makes initial contact with taxpayer or representative to effect collection of taxes due.

MINIMUM QUALIFICATIONS: One year as an Excise Tax Examiner, OR two years of professional Department of Revenue experience in accounting, auditing, compliance or tax administration, provided required accounting course work has been completed, OR a Bachelor's degree involving major study in business or public administration or closely allied field with a minimum of 12 semester (or 18 quarter) hours of accounting and one year of accounting or auditing experience.

NOTE: Accounting or auditing experience may be substituted, year for year, for education providing required accounting course work has been completed.

EXAMINATION PROCEDURE: The examination is a written test, weighted 100%, that measures your knowledge, abilities, and aptitudes to perform the duties of the job class. You will be notified by mail when and where to appear to take the exam. We will mail you your score, but we cannot tell you your ranking on the register.

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